

## CIVIL CHECKLIST FOR PLAINTIFF

The following checklist may assist you in processing your case. Write down the applicable dates, and check off each event as it occurs:

- ☐ \_\_\_\_\_ Date the complaint was filed.  
(Note amount of the filing fee paid: \$\_\_\_\_\_.)
- ☐ \_\_\_\_\_ Date the summons and complaint was served.
- ☐ \_\_\_\_\_ Date that the defendant's time to file an answer will expire. (20 days after defendant was served, 30 days if served out of state.)

### If an answer is not filed:

- ☐ \_\_\_\_\_ Date that the application for entry of default/motion for default judgment was filed with the court, with copies mailed to defendant(s). See Rule 55 of the Arizona Rules of Civil Procedure.

### If an answer is filed:

- ☐ \_\_\_\_\_ Date the defendant filed an answer.
- ☐ \_\_\_\_\_ Date for all parties to exchange a disclosure statement. Disclosure is the pretrial process requiring each party to exchange with the opposing party all information (copies of exhibits, lists of witnesses, law supporting your claim or defense, etc.) that will be presented in trial. The exchange should occur within 40 days after the filing date of the answer.

### If a counterclaim is filed:

- ☐ \_\_\_\_\_ Date the defendant filed a counterclaim.
- ☐ \_\_\_\_\_ Date that your time to file a reply to counterclaim will expire. (If the defendant files a counterclaim, you must file a reply within 20 days from the date of service.) If you fail to file a reply, the defendant may obtain a default judgment against you.
- ☐ \_\_\_\_\_ Date that your reply to the counterclaim was filed and that a copy was mailed to defendant.

**If a hearing/trial is scheduled by the court:**

☐ \_\_\_\_\_ Date of hearing/trial. The court will notify all parties of any scheduled hearing dates

**NOTICE**

Default: If the time to answer passes and the defendant(s) fails to answer the complaint, or if the time to reply to a counterclaim passes and the plaintiff(s) fails to reply to the counterclaim, you may get information and forms from the court or at [www.azturbocourt.gov](http://www.azturbocourt.gov) for obtaining a default judgment.

Dismissal: You may dismiss the complaint at any time before the defendant files an answer by filing a Notice of Voluntary Dismissal. Once the defendant has filed an answer, both parties must stipulate (agree in writing) to a dismissal.

Notice of Change of Address: All parties are required to inform the court in writing of a current address to ensure that the party can receive all notices mailed from the court.

Note: The information in this checklist is only a summary. It is not intended to be a complete list of the requirements of the Arizona Revised Statutes or of the Arizona Rules of Civil Procedure.